

**Contract # 1677-DLTC-XXX For Statewide Long Term Care
Infrastructure Third Party Administration
Test Plan Standards**

The Master Agreement requires that each TPA prepare a testing plan to address the testing of system or process changes for implementation of or transition to a Participating Agreement.

The testing plan components are expected to be incorporated in the implementation or transition plan for pre-approval by DHS.

Any additional system or process changes contemplated during the course of the Master or Participating Agreements must be submitted to the DHS for pre-approval with an implementation and test plan.

The test plan documentation expected for approval consists of test plan component tasks, associated deliverable time lines or milestones and associated resource assignments. The detailed documentation of the task results may be requested to assess the status of the implementation or transition plans and/or any issues with the plan.

The TPA and/or participating organization may determine that additional or modified test plans are necessary or appropriate for a given system or process change; in which case, those differences would be documented in the plans submitted to the DHS for approval.

Required components or deliverables of the test plan:

Discovery Documentation

This deliverable includes summary documentation of the system or process change business or operations objectives.

Business Requirements Documentation

This deliverable includes detailed documentation of the business requirements for the system or process change, including the business rules and policy decisions or changes.

Technical Specifications

This deliverable includes the detailed documentation of the technical requirements for accomplishing the system or process change, including the security and infrastructure requirements, screen mock-ups and business flows that will be used to execute the test plan.

TPA Construction and Testing

This deliverable includes the TPA milestones that are set for the implementation of the process or system change and the TPA systems testing scripts and work plan.

Test Scripts and Execution Documentation

Detailed scenarios and expected results designed to prove the successful completion of the system or process change.

Detailed workflow and related document/form scenarios and expected results designed to prove that the system related process functions have been successfully developed to support a system or process change and are not negatively impacted by the completion of the system or process change.

Regression Test Scripts and Execution Documentation

Detailed scenarios and expected results designed to prove the completion of the system or process change has not negatively impacted other system or process activities.

Implementation Plan

This deliverable includes the implementation schedule and the contacts and communication protocol that will be used for the implementation, including escalation procedures and back-up and recovery plans, if appropriate.

Participating Organization Review/Approval Milestones

- **Business Requirements**
- **Construction and System Test Results**
- **Test Results**
- **Regression Test Results**
- **Implementation**